



County of San Bernardino

F A S

**CONTRACT
TRANSMITTAL**

FOR COUNTY USE ONLY

E	New	Vendor Code			SC	Dept. PHL	A	Contract Number		
M	Change									
X	Cancel									
County Department					Dept.		Orgn.		Contractor's License No.	
Public Health					PHL					
County Department Contract Representative					Ph. Ext.		Amount of Contract			
Betty Ansley					388-5665					
Fund AAA	Dept. PHL	Organization	Appr.	Obj/Rev	Source	Activity	GRC/PROJ/JOB Number			
Commodity Code			Estimated Payment Total by Fiscal Year							
			FY	Amount	I/D	FY	Amount	I/D		
Project Name										
Position Reclassification										
#07798 & #11115										

CONTRACTOR _____

Birth Date _____ Federal ID No. or Social Security No. _____

Contractor's Representative _____

Address _____ Phone _____

Nature of Contract: *(Briefly describe the general terms of the contract)*

This is a reclassification of vacant position #07798, Health Education Assistant, Administrative Services Unit, R43, to Health Education Specialist I, Administrative Services Unit, R46. Position #07798 will be responsible for assisting the Health Education Unit within the program. This position will require a greater capability to develop and implement objectives as defined within the individual Scopes of Work for each of the State funded projects than the previous Health Education Assistant position allowed for.

This is a reclassification of vacant position #11115, Supervising Fiscal Clerk I, Supervisory Unit, R38, to Administrative Clerk II, Supervisory Unit, R43. Position #11115 will be responsible for supervision of a large clerical staff, including hiring and training staff, evaluating procedures and office policies, and recommending changes as needed. Additionally, the position will supervise clerical support for fiscal and budgetary operations of the program, and assist the program manager in problem analysis and gathering and reporting budgetary and clinical data. These activities require a greater range of administrative responsibility and capability than that offered by the Supervising Fiscal Clerk I classification.

Both requested classifications work in the Child and Adolescent Health Program.

The requested positions represent an additional \$7,300 in Salaries and Benefits annually. Both positions are State funded, and the increased Salary and Benefits costs will be fully reimbursed by the appropriate State agencies. The increased positions will not impose any additional local County cost.

(Attach this transmittal to all contracts not prepared on the "Standard Contract" form.)

Approved as to Legal Form	Reviewed as to Contract Compliance	Reviewed for Processing
► _____	► _____	► _____
County Counsel		Agency Administrator/CAO
Date	Date	Date

